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Senate Minutes

Kutztown University Senate

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KUTZTOWN UNIVERSITY
Minutes of the University Senate

Room 223, McFarland Student Union Building
Thursday, September 4, 2008

M. Sanelli called the meeting to order at 4:02 p.m.

Present: Andrew Arnold, Len Barish, Dan Benson, Bobbie Berry, Kate Clair, James Delle, Camille DeMarco, Dennis Dietrich, William Donner, Lorri Engstrom, Diane Fegely, Sudarshan Fernando for Ed Simpson, Mitch Freed, James Hall, Jo Cohen-Hamilton, Gregory Hanson, Kathleen Hartman, Ted Hickman (Vice-President), Inmi Lee, Joe Lippincott, Keith Logan, JoAnn Mackesy, Mark Mahosky, Susan Mangold, Robert Martin, John McAndrew, James McNiff, George Muugi, Sylvia Pham, Ilene Prokup, John Riley, Charles Roth, Trucilla Sabatino, Paul Sable, Maria Sanelli (President), Steven Schnell, Joo Tan, Heather Thomas, Carlos Vargas-Aburto, and Barth Yeboah.

Absent: Ed Christian, Jack Entriiken, James Hvidding, Will Jefferson, Chris Sacchi, Student Representatives (3), David Wagaman, and Anke Walz.

Also in Attendance: Dan Benson, Javier Cevallos, Bashar Hanna, Deryl Johnson, Brian Meares, Steve Oross, Paul Quinn, Carole Wells, and Anne Zayaitz.

I. Announcements

M. Sanelli, University Senate President, welcomed all faculty members to the first Senate meeting of the year.

J. Grimm, Assistant Vice President of Facilities, reported that the power outages that the university has experienced in the past two days were caused by the electrical transformer that feeds to our substation. In preparation for the anticipated new load as defined during the design process of Dixon Hall, Met Ed, our electricity provider, ran a new supply power line to our campus substation this past summer. However, we were not told that certain functions of electrical equipment in the substation itself had to be adjusted in order to utilize the full capacity of this new line.

J. Riley mentioned that there is a steering group that is looking into implementing the student rating instrument. A pilot program will be done in the spring semester. He will keep the Senate updated on this process.

II. Approval of the Agenda

J. McNiff moved, J. Hamilton seconded, to approve the agenda. Motion passed.

III. Approval of the Minutes

J. McNiff moved, J. Lippincott seconded, to approve the minutes of the May 1, 2008 meeting. T. Hickman noted a correction and made a motion to approve the minutes with a change to amend Paragraph 4 of Section A on Page 2 so that this paragraph be moved down below the last paragraph of the section and to italicize the dates. The minutes were approved as amended. Motion passed.

IV. President, Committee and Task Force Reports

A. Senate President's Report

M. Sanelli announced that the Senate Executive Committee met last week and discussed forming several Task Force Committees. It was a very positive meeting. M. Sanelli will continue to update the Senate about meetings with various constituencies throughout the academic year.

B. Committee on Committees Report

T. Hickman announced that over the past several years there has been a break in the communication between the various committees and the Senate. The committees seem to be meeting and doing the work, but sometimes they are not adhering to the "Operating Guidelines" of each committee or through the Committee on Committees, which is part of their charge.

The "Operating Guidelines" describe a particular committee's charge, as well as the responsibilities of its members, chairs, and recording secretary. These guidelines should be sent out to each committee annually and shared with their departments/divisions. In the near future these guidelines will be sent out electronically to each committee.

Another charge of the Committee on Committees is to review the committee structures, guidelines, function, and appointments. This will be done as informally as possible. In this way, communication among the committees will have an opportunity to improve.

For the next academic year, there are 3 Initiatives of the Committee on Committees which include 1) to clean up the Governance Committee Website, 2) to clean up the Willingness-to-Serve form and process through Profs Online, and 3) to develop through Profs Online an election process for positions that require an election and to streamline this process as well.

M. Sanelli reported in recent conversations with the administration, she discovered that there is a Provost Committee that meets and is called an Enrollment Management Committee that is running parallel to the governance system. Provost Vargas stated that it is more of a Task Force to prepare to receive the incoming freshman class related to Connections, classes, housing, etc.

M. Sanelli announced that there will be a Committee Chairperson meeting again this year in the spring semester to discuss any problems or issues that may arise.

C. Strategic Planning Committee Report

D. Benson presented the new five-year Strategic Plan and Goals document. After the Middle States Accreditation last fall, it became apparent that our Strategic Initiatives needed to be more specific. In January 2007 a Strategic Planning retreat was held and 120 faculty, staff, and administrators contributed the initial ideas used to create the Strategic Initiatives.

Several questions were asked related to the specific goals listed under Academic Excellence, Community Engagement, Caring Campus Community, and University Infrastructure. Gen Ed was a more serious concern for some, accountability for others, as well as a concern about each divisional responsibility.

Another question was, who will be implementing these goals if this document were to be approved? The process for approval begins with the Council of Trustees, followed by the

President of the University requesting each Vice President to write a specific divisional plan to match the overall Strategic Plan. The Assessment Office will play a big part in this process, as well as the subcommittees of the Strategic Planning Committee. After a lengthy discussion with both positive and negative comments, a motion was made by Dan Benson that read:

The University Senate will accept the Strategic Goals and Initiatives report as written.

A vote was taken with 1 opposed (J. McNiff) and 1 abstention (G. Muugi). The motion passes.

V. Old Business

A. General Education Task Force

It was recommended and agreed upon that the Senate choose who the members of this Task Force will be. A suggestion was made by M. Sanelli to have the following membership on this committee such as that President Cevallos should elect 2 people for this, 2 representatives from APSCUF, a department representative from each of the colleges, and 2 from Administration in which the Provost Office will choose. M. Sanelli wants all Senators to email her within the next week on their thoughts on the Task Force membership.

B. Institutional Climate Task Force

M. Sanelli announced that the President's Office has already agreed to hire a consultant to work with their office on completing a climate survey. Some of the topics to be discussed are how well the faculty get along with one another, race issues, faculty and staff relationships, and tenure/promotion to name a few. The selection of this Task Force should be open to volunteers and should include a representative from each of the Commission on the Status of Women, Human Diversity, and Status of Minorities, along with possibly someone from town. After the Task Force is decided, their suggestions will need to go back to the Senate for approval and a recommendation to the President and APSCUF before final decisions are made.

C. Shared Governance Task Force

M. Sanelli announced that this specific Task Force will look at how well the university governance works. Part of this task force's charge is to analyze the process by which academic policies are approved. This Task Force will report directly to Senate and may need a faculty referendum if changes are suggested that affect the tri-partheid government structure. M. Sanelli asked for suggestions concerning the charge or composition of this task force.

D. Large Classroom Task Force

T. Hickman spoke about the charge of the Enrollment Management Committee back in May, 2007 where as they were asked look at the impact of the Academic Forum and an increased number of large KU. He feels now that the Enrollment Management Committee is meeting again, this committee should take the charge that was given to them and do an analysis on the effect that these large classroom courses are having on the students and student learning.

After a short discussion, it was decided that this particular Task Force be put on hold at this time until the Senate hears back from the Enrollment Management Committee. A motion was made by T. Hickman, seconded by W. Donner that reads below:

To contact the Enrollment Management Committee and request an update and report on the charge that was given to them back in 2007 and then have them report back to the Senate by November 2008 with that charge.

The motion passes.

VI. New Business

M. Sanelli reminded all Senators that she needs to receive any new agenda items two weeks before the actual Senate Meeting so that she can be sure it is added on before she distributes Senate information a week before the next meeting. When submitting a request, it needs the support of the person submitting it along with two other people before being placed on the agenda.

W. Donner questioned how far along the Center for Lifelong Learning and Professional Development Task Force was in finding a solution for the classes that are offered through their department. C. Wells reported that at this time the KU logo was taken off of all correspondence that comes out of their office and that there aren't any non-credit or credit courses being offered to the public without first consulting with KU Faculty on whether or not they would like to teach the course. The Task Force has not met due to the fact that they are waiting to hear back from APSCUF and the Administration on how to resolve the Bill of Particles that was of concern. Because there has been a resolution to this issue, the Senate Lifelong Learning Task Force has been disbanded.

C. Roth questioned if Senate or APSCUF would be the proper place to bring up a discussion that pertains to the faculty that are teaching Distance Education Courses and how they are to be evaluated when it comes to Promotion and Tenure. M. Sanelli feels this would be an issue that should be taken up by APSCUF.

VII. Adjournment

M. Sanelli made a motion to adjourn the meeting; seconded by G. Muugi. The motion passed and the meeting adjourned at 5:42 p.m.

Signed:

Dr. Maria Sanelli, President

Dr. Anke Walz, Secretary